

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule for Facilities Maintenance and Mangement

Federal Supply Group: 03 FAC

Class: N/A

Contract number: GS- 21F-0135Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract period:. July 20, 2012 to July 19, 2017

Contractor: Odoi Associates, Inc., (OAI)
7911 Belle Point Drive
Greenbelt, MD 20770

Business Size: Small Disadvantaged Minority Owned Business

Telephone: Tel: 301-313-0023

Extension:

FAX Number: Fax: 301-313-0027

Web Site: www.odoi.com

E-mail: pduggal@odoi.com

Contract Administration: Paul Duggal

1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s). **SIN: 811-002, 811-003**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See Labor Category Description**

2. Maximum order. **\$1,000,000.00**

3. Minimum order. **\$100.00**

4. Geographic coverage (delivery area). **Domestic only**

5. Point(s) of production (city, county, and State or foreign country). **N/A**

6. Discount from list, prices or statement of net price. **Government net prices (discounts already deducted). See Attachment.**

7. Quantity discounts. **N/A**

8. Prompt payment terms. **Prompt payment discount of 1% for 15 days.**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **No.**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **No.**

10. Foreign items (list items by country of origin) **None.**

11a. Time of delivery. (Contractor insert number of days.) **30 Days-Delivered (after receipt of order).**

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **Contact Contractor.**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Contact Contractor.**

11d. Urgent Requirements. The Contractor will note in its price list the Urgent. Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery. **Contact Contractor.**

12. F.O.B. point(s). **Continental U.S. - Destination**
Alaska - Origin, buyer pays shipping cost
Hawaii- Origin, buyer pays shipping cost

Puerto Rico- No delivery to this destination

13a. Ordering address(es). **Same as Contractor.**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es) **Same as company address**

15. Warranty provision. **Contractor's standard commercial warranty.**

16. Export packing charges, if applicable. **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) **Contact Contractor.**

18. Terms and conditions of rental, maintenance, and repair (if applicable) **Contact Contractor**

19. Terms and conditions of installation (if applicable). **Contact Contractor**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**

20a. Terms and conditions for any other services (if applicable) **Contact Contractor**

21. List of service and distribution points (if applicable). **N/A**

22. List of participating dealers (if applicable). **N/A**

23. Preventive maintenance (if applicable). **N/A**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **N/A**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. **N/A**

25. Data Universal Number System (DUNS) number. **840514157**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Odoi Associates, Inc. is registered.**

03FAC/ Facilities Maintenance and Management
Odoi Associates, Inc. (OAI)

Labor Catagory	Contractor Site Rates
Executive Program Director	\$198.33
Senior Project Manager	\$108.75
Facility Manager I	\$92.84
Administrative Assistant I	\$54.05
Maintenance Trade Helper I	\$61.61
Project Manager I	\$103.38
Chief Engineer I	\$103.36
Assistant Chief Engineer I	\$ 91.00
Facility Specialist I	\$70.24
Production Control Clark I	\$59.85

The rates shown above include the Industrial Funding Fee (IFF).

ODOI ASSOCIATES, INC. dba OAI

LABOR CATEGORY DESCRIPTION

Commercial Job Title: EXECUTIVE PROGRAM DIRECTOR

Minimum/General Experience: Has over twenty (20) years of experience in policy level consultation to programs. Experience in applicable SIN at the policy development or management level. Performs overall oversight of program to ensure timely delivery of tasks and maintains direct communication with the highest level of government representative. Has ten (10) years program management experience.

Functional Responsibilities: Directly responsible for the direction of very large and complicated program. Directs the efforts of a substantial number of professional support staff performing tasks to meet the customer requirements. Must have exceptional oral and written communication skill with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, and costs. Ensures conformance with program, schedules and costs.

Minimum Education: Possesses a master's degree in engineering, physics, business administration or other related technical or scientific discipline.

Commercial Job Title: SENIOR PROJECT MANAGER

Minimum/General Experience: Has fifteen (15) years of progressive experience in supervising medium to large project in systems acquisition engineering, project development and engineering support activities such as system design and integration, communications, etc. Has five (5) years program/project management experience.

Functional Responsibilities: Responsible for the direction of a medium to large, complex program(s) or a particular function(s) which may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

Minimum Education: Possesses a master's degree in engineering, physics, business administration or other related technical or scientific discipline.

Commercial Job Title: ADMINISTRATIVE ASSISTANT I

Minimum General Experience: This position typically requires one (1) year of related experience.

Functional Responsibilities: Provides non-technical support to project staff. May include support in areas including, but not limited to, documentation planning, project administration, general office support, human resources planning, event planning, facilities management and/or mail services.

Minimum Education: High School Diploma, associate degree or equivalent experience. See footnote below.

Commercial Job Title: PROJECT MANAGER I

Minimum/General Experience: This position typically requires five (5) years of related experience.

Functional Responsibilities: Provides engineering support for facility and infrastructure projects. Support includes project development, design, bid proposal, schedule development, and technical support. May also manage and direct personnel in the operation, maintenance and repair of facilities, systems and institutional equipment. Includes building, heating, ventilation and air conditioning (HVAC) systems, boiler systems, generator systems and electrical systems.

Minimum Education: Bachelor's degree or equivalent in civil, mechanical, electrical, industrial or facilities management engineering or other related field.

Commercial Job Title: MAINTENANCE TRADE HELPER I

Minimum General Experience: This position typically requires three (3) months of general facilities trade experience involving maintenance and repair of facilities.

Functional Responsibilities: Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as keeping a worker supplied with materials.

Minimum Education: High School Diploma.

Commercial Job Title: FACILITY MANAGER I

Minimum/General Experience: This position typically requires five (5) years of related experience.

Functional Responsibilities: Provides engineering support for facility and infrastructure projects. Support includes project development, design, bid proposal, schedule development, and technical support. May also manage and direct personnel in the operation, maintenance and repair of facilities, systems and institutional equipment; includes building, heating, ventilation and air conditioning (HVAC) systems, boiler systems, generator systems and electrical systems.

Minimum Education: Bachelor's degree or equivalent in civil, mechanical, electrical, industrial or facilities management engineering or other related field.

Commercial Job Title: ASSISTANT CHIEF ENGINEER I

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibilities: Performs complex analytical work in providing office and engineering support and field engineering support for various projects and programs ensuring technical competence and compliance with all current codes and criteria. • Controls, organizes, and maintains the preventive maintenance program and performs random quality control inspections (1 per 50 minimum sampling ratio). Distributes preventive maintenance (PM) work orders to engineering staff for the purpose of thoroughly accomplishing PM assignments per required PM criteria. Coordinates and accomplishes all repair work under \$350 threshold. Provides support and direction to lead engineers to accomplish service calls. Provides support and direction to operations staff to accomplish service calls. Prepares project weekly deliverables and provides copies to GSA on the first business day of each week per contractual agreement. Performs quality control inspections and documents results using baseline inspection criteria for selected service all and preventative maintenance tasks. Provides direction and support to all OAI subcontractors providing contracted operational project support. Controls, organizes, and maintains water treatment program for the purpose of providing weekly and monthly inspection reports and systems water analysis. Responsible for overall operational efficiency of projects. Directs and supervises engineering/operations staff for the purpose of successful implementation of comprehensive operations and maintenance program. Maintains a working knowledge and understanding of the Maximo Service Call Program and keeps abreast of any Maximo preventive maintenance program system updates.

Minimum Education: Bachelor's degree in Engineering, or equivalent technical and management experience.

Commercial Job Title: CHIEF ENGINEER I

Minimum/General Experience: Three (3) years of experience in project management.

Functional Responsibilities: Performs complex analytical work in providing office and engineering support and field engineering support for various projects and programs ensuring technical competence and compliance with all current codes and criteria. Controls, maintains, and administers the Building Control System (BCS) and Energy Management System (EMS) for successful operation of the project. Develops and maintains internal project accounting spreadsheet for the purpose of controlling expenditures and monitoring profitability. Responsible for the development of new work and repair proposals over \$10,000. Provides quality control inspections (QC1) and technical support. Provides technical advice to ensure technical continuity of all capital improvement projects and systems integration. Performs random QCI of completed service calls and indefinite quantity projects (new or repair) over \$10,000. Reviews weekly and monthly deliverables before final submission to GSA. Responsible for new business development and subsequent pricing proposals for operations and maintenance contracts. Responsible for the supervision of multiple facility management and engineering staff. Provides support and interacts with Project Manager (PM) for the successful and profitable operation of the project. Assists contracting officers and all GSA managers with project related issues and concerns. Develops schedules, timelines, inventories, reports, assessments, and contract deliverables. Responsible for purchasing of supplies and materials, inventory control, which includes tools and heavy equipment, furniture, internal communication systems (radios, Nextels), etc. Maintains a working knowledge and understanding of the Maximo Service Call Program and keeps abreast of any Maximo preventive maintenance program system updates.

Minimum Education: Bachelor's degree in Engineering, or equivalent technical and management experience.

Commercial Job Title: PRODUCTION CONTROL CLERK I

Minimum/General Experience: One (1) year of administrative experience in a maintenance services environment preferred.

Functional Responsibilities: Compiles and records production data from such documents as job orders, work tickets, work specifications, and individual worker production sheets by following prescribed recording procedures and using the computer and other devices. Calculates such factors as types, quantities of materials/supplies used and associated costs of material, frequency of deficiencies, and worker and site production rates, using a calculator. Produces service reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications, detailed production sheets or work tickets for use by workers as guides in services. Prepares written work scheduled based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using Microsoft Excel spreadsheet, chart, or graph, based on statistics compiled for reference by services and management personnel. Sorts and distributes work tickets or material to workers. Prepares payroll information from employee time cards for review by Project Manager.

Answers incoming telephone calls and directs them to appropriate personnel. Documents telephone work requests for processing, invoices government for services rendered, analyzes financial data using Microsoft Excel and prepares reports using Microsoft Word.

Minimum Education: High school diploma or GED equivalent.

Commercial Job Title: FACILITIES SPECIALIST

Minimum/General Experience: This position typically requires 5 years of related experience.

Functional Responsibilities: Performs installation, operation, maintenance, and repair of facilities, institutional equipment and systems. This may include, but is not limited to high and low pressure steam plant boiler; security and fire systems; portable and installed generator sets, automatic transfer sets, ancillary power distribution systems and uninterruptible power supplies, batteries and associated electrical wiring/components; air handling units, pumps, exchangers and cooling towers and carpentry, painting, plumbing, electrical and mechanical activities. May perform various mechanical functions associated with diagnostics, dismantling, and repair of machines and mechanical equipment.

Minimum Education: High school diploma or GED equivalent.



OVERVIEW:

OAI is an established company, founded in 1998 to provide services to federal, state, public, private and municipal authorities in Facility Management, Construction Management, Energy Management, Mechanical Services and Business Support Services. Our capabilities utilize an integrated management system approach to provide one-stop service delivery to satisfy clients' requirements. OAI prides itself on providing our clients with extraordinary leadership, proven expertise and state of the art systems that result in superior customer service.

- **FACILITY MANAGEMENT SERVICES**

- Operation Maintenance of Equipment (O & M) and O & M Consulting Services
- Facility Operations and Maintenance (Mech, Elec, Elev, & Escalator), Facility Maintenance and Equipment Asset Management

- **CONSTRUCTION MANAGEMENT SERVICES**

- General, Mechanical, and Specialty Construction
- Project Management, Project Scheduling, and Project Inspection
- Cost Estimating, Budgeting & Cost Control, Procurement, and Value Engineering
- Project Risk Analysis/Life Cycle Costing, Feasibility Studies, and Conceptual Estimates
- Interior Design and Space Planning
- Construction Claims Analysis

- **ENERGY MANAGEMENT & SYSTEM CONTROLS SERVICES**

- Energy Saving Technology & Solutions, Energy Audit, and Energy Accounting Program
- Commissioning and re-commissioning of equipment
- Installation of Appropriate Metering Systems to Allocate Energy Cost
- Perform Preventive maintenance resulting in Energy Savings
- Installation and Monitoring of Energy Management System (EMS)

- **BUSINESS SUPPORT SERVICES**

- Administrative Assistant
- Production Control Personnel
- Budget Analyst
- IT Support Specialist / Technical Support Specialist
- Contracts Specialist

FACILITY MANAGEMENT SERVICES

OAI provides Facility Management Services to maximize client's current resources to accomplish both short and long-term objectives. It is our client's priorities that dictate our actions. We help our clients identify areas of concern and offer efficient solutions. Our areas of expertise include the following:

- Facility Maintenance and Equipment Asset Management
- Facility Operations and Maintenance (O&M) of Mech, Elec, Elev & Escalator
- O&M Consulting Services

OAI's efforts are designed to enhance the strengths of current program components, while providing a structure and foundation for added value to meet organizational needs for the future. Our Systems approach to Facility Management insures the following:

- Guarantee Budgets
- Meet Quality of Service Parameters
- Provide Strong & Competent on-site Facility Management Teams
- Provide Solutions to Integrate a variety of Operating Systems (Including Energy Management Systems)
- Provide Efficient Coordination of Resources

We believe that specialized resources are required to bring value to our clients. Furthermore, in order to bring this added value to our clients we have established Strategic Partnerships with firms that share our commitment to problem-solving in all areas of Facility Management.

CONSTRUCTION MANAGEMENT SERVICES

- **Program & Project Management**

OAI provides both program and project management services for private and public institutions. We manage multiple projects utilizing integrated management systems to provide one central service delivery at all phases of a project. Our program provides our clients with extraordinary leadership, proven expertise, state-of the -art systems and resources to deliver superior value to their construction needs. We coordinate all aspects pre-design, budgeting, programming, design and post-contract needs including the following: feasibility studies, architectural/engineering

design, project management, long-lead item procurement, and coordination of miscellaneous services.

- **Cost Estimating, Budgeting & Cost Control Services**

To be able to control cost one must first accurately predict them. OAI provides independent professional estimating (Quantity Surveying) services for all types of project. OAI's intense involvement during early budgeting, planning, pre-design, and post-contract phases makes our cost control services most effective and useful to our clients. We use a variety of the most up-to-date database estimating systems to efficiently deliver these estimates on time. We believe that effective estimating services are those that recognize estimating as an essential part of project planning.

We provide alternative analysis, which assists clients in establishing firm design parameters. As the design emerges, our estimators monitor changes thereof and promptly adjust the initial quantity-survey estimate to reflect changes made. As the project proceeds, OAI's diversified group of estimators provide direct support using our experience in conceptual estimating, hard-bid contracting, change order negotiations, design/build and development work.

Examples of our typical analysis include the following:

- ❑ Review cost effectiveness of design
- ❑ Review constructability of proposed design elements
- ❑ Review means and methods of construction
- ❑ Review impact on contractor schedule and construction sequencing
- ❑ Review contract packaging & procurement strategies
- ❑ Review market and field conditions

OAI will update its cost estimate prior to solicitation of bids to ensure project is within budget limitations. Prior to the commencement of construction activities, OAI will review and report on the following Construction Contract items.

- ❑ Contractor's Schedule of Values
- ❑ Project cost-loaded schedule
- ❑ Anticipated monthly cash flow projection

- ❑ All related Bonds, Insurance, etc.
- ❑ All existing contracts between Owner/Architects and Contractor
- ❑ Contractor Retention Requirements
- ❑ Safety & Quality requirements

- **Project Scheduling**

OAI's approach to schedule preparation and management is based upon the philosophy that the construction project is a detailed integrated process involving planning, design, procurement, construction and occupancy, rather than a series of independent phases of the work. Accordingly, our schedules are structured to provide ease of control and monitoring, and place equal importance on time and resource management for the project.

OAI uses state-of-the-art scheduling software, such as Primavera Project Planner, Microsoft Project, Sure Track and TimeLine depending on client preference. These scheduling tools have the capability to cost-load and forecast expected expenditures, estimate manpower requirements through resource loading and provide a full complement of schedule and cost reports, time scale graph presentation including both critical path logic diagrams, and bar chart formats.

- **Project Risk Analysis & Life Cycle Costing**

OAI provides project risk analysis, which enables the capital risks on projects to be evaluated. We calculate financial contingencies required to cover those risks in a rational and dependable manner using the proven statistical method (Monte Carlo Simulation). We avoid "gut feel" methods in estimating risk contingencies.

OAI life cycle costing methodology is based on calculating the cost of a whole system from inception to disposal. Our technique examines major cost items, through their entire life. These include items such as research and development, design, construction, operation and maintenance and disposal costs.

- **Value Engineering**

OAI views Value Engineering (VE) as a systematized approach for searching out high cost areas in the design and substitute these components with other less expensive components. This is done to without sacrificing quality and functionality but to achieve the best balance between cost, performance, reliability and value. During the design phase OAI applies VE to eliminate overly restrictive requirements, impose standardization where practical, minimize quantities of different material and component types, and eliminate non-essential items.

- **Procurement**

OAI provides full procurement services including cost reporting, inspection services (Shop and Field), scheduling, invoice handling, management of client's account, commissioning and vendor payment.

- **Project Inspection**

OAI provides site inspection for all projects. Our site inspection includes the following:

- ❑ Prepare site inspection report
- ❑ Establish level of completion with project schedule
- ❑ Review Contractor Request for Payment & Compare to Earned Value
- ❑ Coordinate inspection activity with general contractor work
- ❑ Troubleshoot for potential delay work activities
- ❑ Provide dated captioned digital photographs with inspection report.

- **Construction Claims Analysis**

OAI's combined abilities in construction management disciplines are used to analyze and prepare detailed cost estimates and project schedules impact to assist our clients in resolving construction claims and disputes.

- **Interior Design/Space Planning**

An employee in this class is responsible for planning, assigning and reviewing the work of a professional staff engaged in planning projects for newly constructed and renovated buildings. We supervise and participate in the planning of interior construction, interior design, finishes and furnishing, preparation of specifications for interior treatments including the bidding process, processing of requisitions and invoices, and the

scheduling of construction projects. Other duties include coordinating plans with structural, mechanical and electrical engineers, architects, and subordinates to ensure project cohesion from design inception to completion of construction. OAI space planners exercise considerable independent judgment in the application of principles and practices of interior planning, design and construction for satisfactory attainment of client's goals and objectives. We maintain knowledge of the most recent developments and future trends in interior design, indoor air quality, architectural finishes, color and spatial relationships, furniture and product availability and durability.

ENERGY MANAGEMENT & SYSTEM CONTROLS SERVICES

- **Commissioning and Re-commissioning of Equipment**

Commercial building owners have heard the promises: commissioning and re-commissioning is a cost-effective way to verify that your building is performing the way it was intended to perform. The process identifies and remedies design flaws, construction defects, malfunctioning equipment, and other problems, repaying owners with lower energy bills and other benefits.

That's the promise—but most building owners have yet to be convinced to try commissioning. Many cite a lack of information on commissioning actual cost-effectiveness. Others contend that commissioning is an unnecessary added cost, especially if they've already paid a premium for design and construction of high-performance buildings.

- **Energy Audit**

A facility audit is the first step to assess how much energy your facility consumes, and to evaluate what measures you can take to make your facility more energy efficient. An audit will show you problems that, when corrected, will save you significant amounts of money over time. During the audit, you can pinpoint where your facility is losing energy and the efficiency of your facilities heating and cooling systems. An audit will show you ways to curtail utility consumption.

OAI energy consultants will use a variety of techniques and equipment to determine the energy efficiency of a structure. OAI consultants will use test

equipment which measure the extent of leaks in the building envelope and areas of air infiltration.

- **Energy Accounting Program**

OAI energy accounting program is a process for recording and tracking both the amount and cost of the various utilities used by your facilities. The utilities that are typically tracked include:

- Electricity
- Electrical Demand
- Fossil Fuels
- Water
- Sewer

Energy accounting involves recording both the amount used and costs of utility billed on a monthly basis (or in some cases bi-monthly or quarterly). These data is analyzed to produce information that can be used for comparison and to show usage trends. Reports are the produced that can be used by decision- makers and consultants to take the necessary action to eliminate inefficiency and reduce energy costs.

- **Installation of Metering Systems to Help Allocate Energy Cost**

Utility costs are a major and sometimes unpredictable month-to-month expense. A great way to take control of this expense is to allow OAI to install a metering system that will allow you to manage your utilities cost easier. A metering system will take the time consuming approach of calculating utility cost through inaccurate calculations.

- **Sub-metering will encourage energy conservation**

- Placing the financial responsibility for utility use on the end user. The more they use, the more they pay.
- More detailed information about utilities provides a better understanding as to the energy consumed. More data means greater flexibility in how you manage our energy.

MECHANICAL SERVICES

OAI understands the critical nature of your HVAC, and Control Systems in your office buildings. When, heating, cooling, dehumidification, air flows are an integral part of your process, you can count on the OAI Mechanical to keep your system performing at peak performance.

To remain at the forefront of a competitive industry, OAI is focused on maintaining technological leadership and customer satisfaction.

Along with providing the industry's best mechanical services, OAI offers its customers value-added solutions to better enhance facility management capabilities. HVAC capabilities include:

- Heat Exchangers
- Chillers
- Cooling Towers
- Computer Room Units
- Pumps
- Air Handling Units
- Roof Top Units
- Condensing Units
- Humidifiers
- Electrostatic Filters
- Service Agreements

This equates to quality service to our customers in providing mechanical services for their HVAC/R systems. At OAI, we go above and beyond to provide value-added services with the intent to exceed both industry standards and our customer's expectations.

BUSINESS SUPPORT SERVICES

OAI provides business support services for government institutions and corporations that require vastly different solutions to achieve their goals. The various services we offer accommodate this diversity and provide each type of customer the best possible business value. Our services include, but not limited to the following: professional administrative and secretarial support services, production control services, budget analyst, IT support and technical support.

MAJOR CONTRACTS

Facility Management Services

1. GSA	FOB 8	Operations & Maintenance	0.5 Million SF
2. DOD	Pentagon	Preventive Maintenance	7 Million SF
3. GSA		Facility Manager Position	1 Contract
4. GSA	FOB10A/10B	Operations & Maintenance	2 Million SF

Construction Management Services

5. GSA		Construction Quality Management	5 Contracts
6. GSA		Estimation Services	1 Contract
7. DHS		Project Support Specialist	1 Contract
8. Johns Hopkins Hospital		Low Voltage Cabling	1 Contract

Energy Management Services

- 9. National Park Service
- 10. Naval Surface Warfare Center

Business Support Services

11. GSA	Contracts Specialist	2 Contracts
12. DOE	Project Manager	5 Year Multiple

CERTIFICATIONS

1. US Small Business Administration

SBA 8A Certification

SBA 8A Graduate

SBA Case Number: 107375

Small Disadvantage Business (SDB)

SDB Certified

SBA Case Number: 107375

2. Maryland Dept of Transportation Minority Business Enterprise

(MDOT - MBE/DBE)

Certification Number: DOT MBE 02-434

3. National Minority Supplier Development Council (NMSDC)

Minority Business Enterprise (MBE)

Certification Number: MD2005

NAICS CODES

541330	541350	541611
541331	238220	541618
451332	541690	561210
541333	561720	561790
541334	921190	